

Associate County Attorney

Dept: Administration

FLSA Status: Exempt

General Definition of Work

Performs complex professional work serving as legal advisor to county administration, county agencies and overseeing the preparation and maintenance of legal records and files, and related work as apparent or assigned. Serves as a legal advisor to the Board of County Commissioners in conjunction with, or in the absence of, the Appointed County Attorney. Work is performed under the general direction of the County Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Serves as legal counsel to the Board of Commissioners and attends regular and special board meetings.
- Represents the County in court for civil cases.
- Provides legal guidance and advice to county departments.
- Advises the Tax Department on foreclosure procedures in the collection of county taxes, including garnishment and attachment.
- Prepares deeds, leases and other legal documents that may be required to carry out the business of the County.
- Prepares, drafts and reviews contracts or other legal documents for agencies within the County.
- Works with other attorneys in litigation, settlements and responds to subpoenas issued for county departments or employees.
- Prepares legal opinions on rules and operations of the County.
- Assists county officials in drafting proposed legislation and internal rules and reviews requests for public records.
- Responds to subpoenas issued for county departments or employees; files appropriate motions to quash.
- Resolves or responds to complaints and answers inquiries on legal issues from the public.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of municipal law, torts, contracts, civil rights, administrative processes, and real property; comprehensive knowledge of local, state and federal laws and court decisions affecting municipalities; thorough knowledge of standard office procedures, practices and equipment; ability to present complex ideas effectively both orally and in writing; ability to handle complex trial and appellate litigation; ability to solve problems within scope of responsibility; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with county officials, court officials, members of the media and the general public.

Education and Experience

Juris Doctorate and one to three years experience municipal law experience, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and speaking or hearing and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

- Member of the North Carolina state bar.
- Admission to practice before the US District Court - Middle District of North Carolina.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date